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ABSTRACT

Designed to address writing problems experienced by researchers and managers, this book suggests practical steps researchers can take and effective actions managers can implements to cut costs, improve document usefulness, and upgrade writing skills. The book explains how to: (1) organize a technical/business document; (2) select information relevant to prospective readers; (3) streamline writing requirements; (4) manage writing time more effectively; (5) write clearer, jargon-free sentences; and (6) use more efficient writing techniques. Chapters in the book cover: the main problems in researchers' technical/business writing; steps researchers can take; steps managers can take; results to expect; developing writing improvement programs for R & D organizations; outlook for trends in improving researchers' technical/business writing; and results of a worldwide survey of researchers and managers regarding writing problems. The book concludes with a questionnaire for managers and another questionnaire for researchers. (NKA)

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